2017-2018 Annual Report to Parliament

on the *Access to Information Act*

September 2018

Office of the Privacy Commissioner of Canada
30 Victoria Street, 1st Floor
Gatineau, Quebec
K1A 1H3

Telephone: 819-994-5444, 1-800-282-1376
Fax: 819-994-5424

Follow us on Twitter: @privacyprivee
Facebook: https://www.facebook.com/PrivCanada/

This publication is also available on our Web site at www.priv.gc.ca.

Table of Contents

Introduction 1

Mandate and Mission of the OPC 1

Organizational Structure 3

ATIP Directorate Activities 7

Access to Information Act Statistical Interpretation 7

Access to Information Act complaints against the OPC 10

Access to Information-Related Policy Instruments 10

Appendix A – *Access to Information Act* Delegation Order 11

Appendix B – Statistical Report 14

Introduction

The *Access to Information Act* (ATIA) came into effect on July 1, 1983. It provides Canadian citizens, permanent residents and any person and corporation present in Canada a right of access to information contained in government records, subject to certain specific and limited exceptions.

When the *Federal Accountability Act* received Royal Assent on December 12, 2006, the Office of the Privacy Commissioner (OPC) was added to Schedule I of the ATIA along with other Agents of Parliament. Therefore, while not initially subject to the ATIA, the OPC became so on April 1, 2007.

Section 72 of the ATIA requires that the head of every federal government institution submit an annual report to Parliament on the administration of the *Act* within their institutions during the fiscal year.

The OPC is pleased to submit its eleventh Annual Report which describes how we fulfilled our responsibilities under the ATIA in 2017-2018.

Mandate and Mission of the OPC

The mandate of the OPC is to oversee compliance with both the *Privacy Act* (PA), which covers the personal information handling practices of federal government departments and agencies, and the *Personal Information Protection and Electronic Documents Act* (PIPEDA), Canada's private sector privacy law.

The OPC's mission is to protect and promote the privacy rights of individuals.

The Commissioner works independently from any other part of the government to investigate privacy complaints from individuals with respect to the federal public sector and certain aspects of the private sector. In public sector matters, individuals may complain to the Commissioner about any matter specified in section 29 of the PA.

For matters relating to personal information in the private sector, the Commissioner may investigate complaints under section 11 of PIPEDA except in the provinces that have adopted substantially similar privacy legislation, namely Quebec, British Columbia, and Alberta. Ontario, New Brunswick and Newfoundland and Labrador now fall into this category with respect to personal health information held by health information custodians under their health sector privacy laws. However, even in those provinces with substantially similar legislation, and elsewhere in Canada, PIPEDA continues to apply to personal information collected, used or disclosed by all federal works, undertakings and businesses, including personal information about their employees. PIPEDA also applies to all personal data that flows across provincial or national borders, in the course of commercial activities.

The Commissioner focuses on resolving complaints through negotiation and persuasion, using mediation and conciliation if appropriate. However, if voluntary cooperation is not forthcoming, the

Commissioner has the power to summon witnesses, administer oaths and compel the production of evidence. In cases that remain unresolved, particularly under PIPEDA, the complainant or the Commissioner may take the matter to Federal Court and seek a court order to rectify the situation.

As a public advocate for the privacy rights of Canadians, the Commissioner carries out the following activities:

- Investigating complaints and issuing reports with recommendations to federal government institutions and private sector organizations to remedy situations, as appropriate;
- Pursuing legal action before federal courts where appropriate to resolve outstanding matters;
- Assessing compliance with obligations contained in the PA and PIPEDA through the conduct of independent audit and review activities;
- Advising on, and reviewing, Privacy Impact Assessments (PIAs) of new and existing government initiatives;
- Providing legal and policy analyses and expertise to help guide Parliament's review of evolving legislation to ensure respect for individuals' right to privacy;
- Responding to inquiries from parliamentarians, individual Canadians and organizations seeking information and guidance, and taking proactive steps to inform them of emerging privacy issues;
- Promoting privacy awareness and compliance, and fostering understanding of privacy rights and obligations through proactive engagement with federal government institutions, private-sector organizations, industry associations, legal community, academia, professional associations, and other stakeholders;
- Preparing and disseminating public education materials, positions on evolving legislation, regulations and policies, guidance documents and fact sheets for use by the general public, federal government institutions and private sector organizations;
- Conducting research and monitoring trends in technological advances and privacy practices, identify systemic privacy issues that need to be addressed by federal government institutions and private sector organizations and promoting integration of best practices; and
- Working with privacy stakeholders from other jurisdictions in Canada and on the international scene to address global privacy issues that result from ever increasing transborder data flows.

Organizational Structure

The Privacy Commissioner is an Officer of Parliament who reports directly to the House of Commons and the Senate. The Commissioner may be assisted by Assistant Commissioners, who have delegated responsibilities under both the PA and PIPEDA.

In 2018, the OPC, following an organizational review, adopted a new structure to support the Privacy Commissioner's vision to be more proactive, and to focus efforts where there can be an impact for the greatest number of Canadians.

The core responsibility of the OPC is the protection of privacy rights of Canadians. To do this, the OPC's work will now fall into two program areas — Compliance and Promotion. Both areas are part of the OPC's mandate and are important in protecting privacy.

The OPC's organizational structure is now comprised of three sectors: the Compliance Sector, the Policy and Promotion Sector, and the Corporate Management Sector. The work of each sector is overseen by a Deputy Commissioner. The three Deputy Commissioners, as well as the Legal Services Directorate, report directly to the Privacy Commissioner. The Commissioner is also supported by the OPC's Executive Secretariat.

The OPC is structured in the following way:

Compliance Sector

The Compliance Program, headed by the Deputy Commissioner, Compliance, focuses on addressing existing privacy compliance problems through a variety of enforcement activities to ensure violations of the law are identified and that remedies are recommended. This includes investigations into complaints filed by Canadians, but also a shift towards more proactive enforcement, such as, proactive Commissioner-initiated investigations or, in certain cases, audits, to review issues that aren't being addressed through the complaint system.

The Compliance Sector includes two directorates: the *Privacy Act* Compliance Directorate (public sector) and the PIPEDA Compliance Directorate (private sector).

Privacy Act Compliance Directorate

The PA Compliance Directorate investigates complaints under the *Privacy Act* from individuals who believe they have not been given access to their personal information held by government institutions, or feel that their information has been inappropriately, collected, used, disclosed or managed. The Directorate also investigates complaints and conducts audits that are initiated by the Commissioner, and receives notifications of breaches from federal government organizations.

PIPEDA Compliance Directorate

The PIPEDA Compliance Directorate investigates complaints under the PIPEDA from individuals about the collection, use and disclosure of their personal information in the course of commercial activities. The Directorate also investigates complaints and conducts audits that are initiated by the Commissioner, including sector-wide investigations, and receives notifications of breaches from private sector organizations.

Policy and Promotion Sector

The Promotion Program, headed by the Deputy Commissioner, Policy and Promotion, is forward-looking and aims to inform Canadians of their rights and how to exercise them, and to bring organizations into compliance with the law. This involves, for example, the development and promotion of general—yet practical—information and guidance, reviewing and commenting on Privacy Impact Assessments (PIAs), and offering industry advice on specific initiatives. The goal is to share information and advice with businesses and departments when they are designing their services so that Canadians may enjoy the benefits of innovation without undue risk to their privacy.

The Policy and Promotion Sector includes five directorates: the Government Advisory Directorate, the Business Advisory Directorate, the Policy, Research and Parliamentary Affairs Directorate, the Technology Analysis Directorate and the Communications Directorate.

Government Advisory Directorate

The Government Advisory Directorate provides advice and recommendations to federal public sector institutions in relation to specific programs and initiatives, as well as in the review of PIAs and information sharing agreements submitted by departments and agencies. This group also undertakes various outreach initiatives with the federal public sector in order to encourage compliance with the *Privacy Act*.

Business Advisory Directorate

The Business Advisory Directorate provides advice to businesses subject to PIPEDA in the context of advisory services for new programs and initiatives, reviews for existing privacy practices and proactive engagements with the business community. This group also undertakes various outreach initiatives with the private sector in order to encourage compliance with PIPEDA.

Policy, Research and Parliamentary Affairs Directorate

The Policy, Research and Parliamentary Affairs Directorate develops strategic policy positions on legislative bills, government policies and private sector initiatives; supports the Commissioner's appearances before Parliament; develops guidance for public and private sector; and conducts applied

research on emerging privacy issues in support of this work. This Directorate also manages the OPC Contributions Program which funds external researchers and non-profit organizations to advance and apply new knowledge about data protection in the private sector.

Technology Analysis Directorate

The Technology Analysis Directorate identifies and analyzes technological trends and developments in electronic platforms and digital media; conducts research to assess the impact of technology on the protection of personal information in the digital world and provides strategic analysis and guidance on complex, varied and sensitive technological issues involving government and commercial systems that store personal information.

Communications Directorate

The Communications Directorate focuses on providing strategic advice and support for the planning and execution of public education and communications activities. Activities relate to the production and dissemination of information for Canadians and organizations aimed at increasing awareness of privacy rights and obligations through, for example, media monitoring and analysis, public opinion polling, media relations, publications, special events, various outreach campaigns and the OPC web site. The Directorate is also responsible for responding to requests for information from the public and organizations regarding privacy rights and responsibilities through the OPC's Information Centre.

Corporate Management Sector

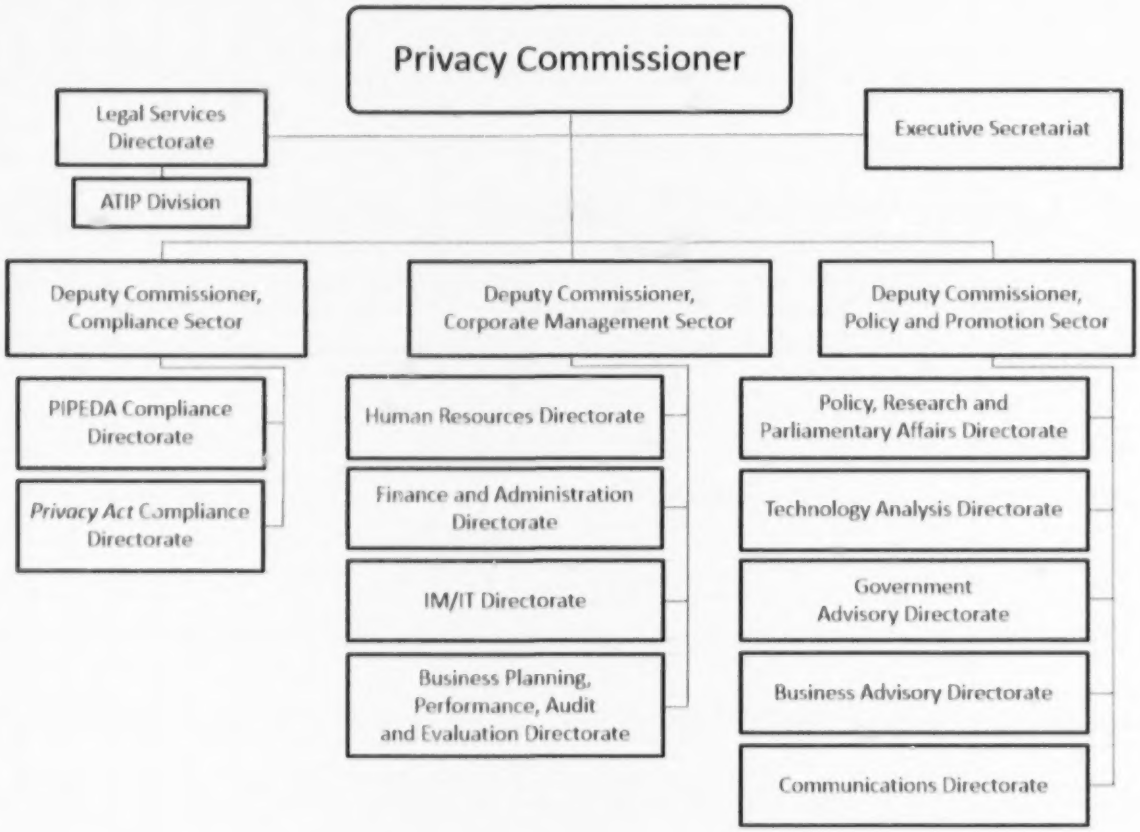
The Corporate Management Sector is led by the Deputy Commissioner, Corporate Management. The Corporate Management Sector includes four directorates: the Human Resources Directorate, the Finance and Administration Directorate, the Information Management/Information Technology Directorate, and the Business Planning, Performance, Audit and Evaluation Directorate.

The Corporate Management Sector provides advice and integrated administrative services such as corporate planning, resource management, financial management, information management/technology, human resources and people management and general administration to managers and staff.

Legal Services Directorate

The Legal Services Directorate reports directly to the Privacy Commissioner. The Directorate provides legal advice in relation to PIPEDA and PA investigations and audits, and in support of other operational activities across the OPC. It represents the OPC in litigation matters before the courts and in negotiations with other parties. The Directorate also includes OPC's Access to Information and Privacy Program.

Office of the Privacy Commissioner of Canada



The ATIP Directorate is headed by a Director who is supported by one senior analyst.

Under section 73 of the PA, as the head of the OPC, the Privacy Commissioner's authority has been delegated to the ATIP Director with respect to the application of the PA and its Regulations. A copy of the Delegation Order is attached as Appendix A.

The ATIP Director also serves as the OPC's Chief Privacy Officer.

ATIP Directorate Activities

Training employees

In the reporting fiscal year, seven ATIP training sessions were offered to 56 OPC employees, including new employees and those returning from extended leave or temporary assignments elsewhere. The ATIP Directorate also provides training sessions as needed. A formal training session exclusively intended for OPC Liaison Officers (9) therefore took place in fall 2017. A manual for Liaison Officers was also developed in order to support them in their role.

Contributing actively to decision making

The ATIP Director plays a collaborative role in the planning, development and updating of OPC policies, procedures and directives. The ATIP Director also sits on the OPC's key strategic decision-making committees. The OPC's recognition of the importance of integrating the ATIP Director in its core decision-making committees has ensured that the *Access to Information Act* is respected.

Access to Information Act Statistical Interpretation

The OPC's Statistical Report on the ATIA is attached in Appendix B.

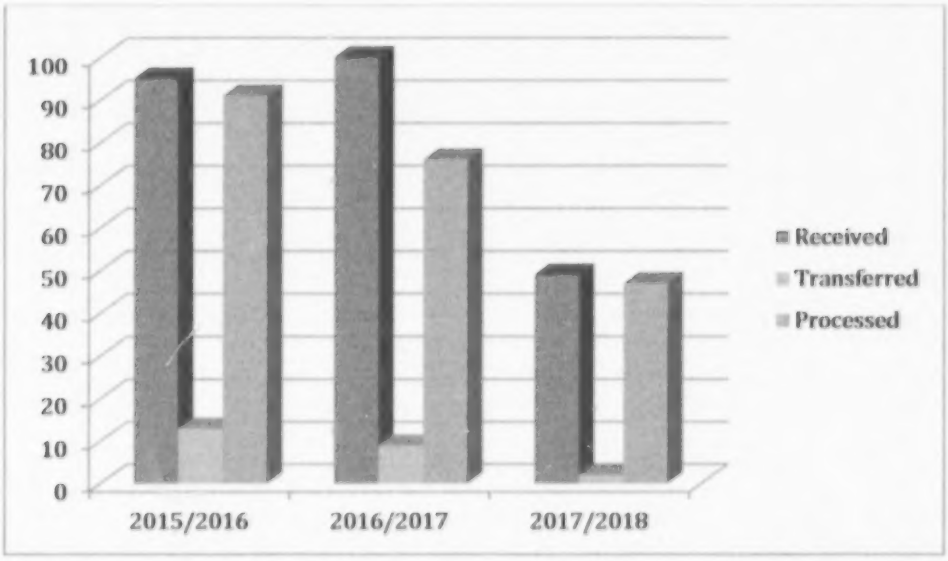
The OPC received 49 formal requests under the PA in 2017-2018. This was in addition to the 14 requests carried forward from the previous year, for a total of 63 requests. Of the 49 requests received, 2 sought access to records which were under the control of other federal institutions; these requests were therefore transferred to the appropriate federal institutions for processing.

Eight of the requests received during the reporting period were carried forward to the 2018-2019 reporting year; responses were provided for 87% of requests.

The OPC processed 37 of the 40 requests for consultations received from other institutions during the fiscal year. 31 of the 37 requests were answered within fifteen days, 5 were answered within 16 to 30 days and a single request was answered within 31-60 days.

The Commissioner also received 53 informal requests for access to information during this period.

Requests under the ATIA



In 2017-2018, the ATIP Directorate closed 55 requests for information received by the OPC, which represented 34,675 pages of information processed, an increase of 26% versus the previous year. Of these 55 responses, 13 were for requests that had been received in the 2016-2017 reporting year, but were carried forward to 2017-2018.

Extensions were claimed with respect to 8 requests and the extended deadlines were respected in all cases. In all, the OPC responded to 36 requests within the first 30 days and 5 requests within the extended time period. Given the complexities of the information and the requirement to consult with other entities, the extensions claimed for the 8 requests were for more than 30 days.

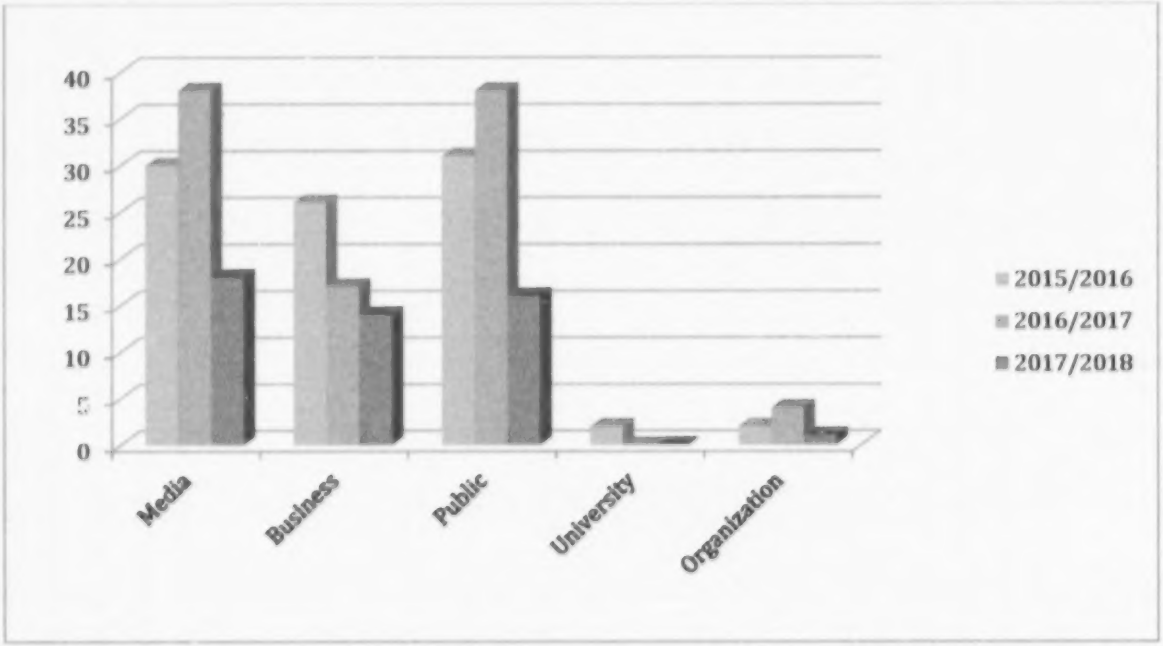
Of the 55 requests completed during the fiscal year, 14 were for Briefing Notes (or lists of Briefing Notes) prepared by the OPC on various topics, including: use of drones, online reputation, etc. In addition, 3 requests sought access to information regarding investigations or complaints, 3 concerned privacy breaches that were reported to the OPC, 5 were for information contained in access to information files under the control of the ATIP directorate, 3 were for information relating to privacy impact assessments submitted by federal institutions, 2 requests were for contracts (or contract-related information) entered into by the OPC for goods and services, and the remainder were for miscellaneous information or information that was not under the control of the OPC.

The OPC endeavors to release as much information as possible. In 7 of the 55 requests processed, the documents were released in their entirety, and in 28 cases the OPC made partial releases. Of the remaining requests, 11 were abandoned by the applicants, 2 were transferred to other federal institutions and 7 requests had no relevant records.

Section 16.1(1)(d) of the ATIA prohibits the OPC from releasing information it obtained during the course of its investigations or audits, even after the matter and all related proceedings have been concluded. The OPC, however, cannot refuse to disclose information it created during the course of an investigation or audit, once they and any related proceedings are completed – and subject to any applicable exemptions. With respect to requests for access to PA and PIPEDA investigation files, none were disclosed in their entirety–all had some information withheld under paragraph 16.1(1)(d) and under subsection 19(1), and in one case, additional information was withheld under sub-paragraph 20(1)(c) of the ATIA.

The exemption provision invoked most often was section 16.1(1)(d), which involves investigations by the OPC, followed by section 19(1) (Personal information of others) and section 23 (Solicitor-client privilege). In other cases this year, the OPC also withheld information under one or more of the following sections of the ATIA: 13(1)(a), 14(a), 15(1), 15.1 (defence,)15(1) (subversive activities), 16(1)(a)(ii), 16(1)(b), 16(1)(c), 16(2), 16(2)(c), 20(1)(b), (b.1), (c), (d), 21(1)(a), (b), (c), (d) and 24(1).

Requests under the ATIA by source



Of the 49 requests received this reporting year, the public and the media submitted 16 and 18 respectively, for a total of 34 (69%), while businesses submitted 14 requests (29%) and organizations submitted 1 (2%).

In addition to processing its own ATIA requests, the OPC was consulted by federal institutions on 40 occasions on a total of 550 pages. The Treasury Board Secretariat consulted the OPC the most often, which was on fourteen occasions. The Privy Council Office consulted the OPC on four occasions

while the Canada Revenue Agency and the Canadian Security Intelligence Service each consulted the OPC on 3 occasions. Shared Services Canada, Public Safety Canada and Immigration, Refugees and Citizenship Canada each consulted us on 2 occasions. Lastly, Innovation, Science and Economic Development Canada, the Financial Transactions and Reports Analysis Centre of Canada, the Canadian Radio-Television and Telecommunications Commission, Public Works and Government Services Canada, Canada Border Services Agency and Global Affairs Canada, for their part, each consulted us once. The OPC recommended full disclosure in 32 cases. Of the 40 consultations received, 37 were closed during the 2017–2018 reporting year, while 3 were carried over to the next reporting period.

Application fees amounted to $185.00 during the reporting period. In twelve instances the OPC waived the application fees.

In the cases where records were provided, paper copies were given to the requestors on 14 occasions, while electronic copies were given on 21 occasions.

It is important to note that processing times for access to information requests are tracked on a weekly basis by the Director and Analyst using the access to information management system.

Access to Information Act complaints against the OPC

This reporting year, the OPC received three notifications of complaints by the Office of the Information Commissioner of Canada (OIC) for complaints pursuant to the ATIA. One of these complaints was determined to be not well-founded, while 2 others are still active. Moreover, the Office of the Information Commissioner (OIC) rendered decisions concerning 4 other complaint cases received in previous years. The OIC deemed 3 of these complaints to be well-founded resolved, while another complaint was considered to have been abandoned. No further measures needed to be taken further to these findings by the OPC.

For additional information on the OPC's activities, please visit www.priv.gc.ca.

Additional copies of this report may be obtained from:

Director, Access to Information and Privacy Office of the Privacy Commissioner of Canada 30 Victoria Street, 1st Floor Gatineau, Quebec K1A 1H3

Access to Information-Related Policy Instruments

A manual intended for our liaison officers was developed and training was provided in order to support our Liaison Officers in their duties.

The ATIP Director is a member of the OPC's Policy Development Committee. In that role, policies, directives and guidelines have been and continue to be reviewed to ensure that the ATIA is respected.

Appendix A – *Access to Information Act* Delegation Order

The Privacy Commissioner of Canada hereby designates pursuant to section 73 of the *Access to Information Act*, the person holding the position set out below, or the person occupying on an acting basis that position, to exercise the powers, duties or functions of the Privacy Commissioner of Canada as the head of the government institution, as specified below:

Position	Legislative Authority
Director, ATIP	*Access to Information Act*: Full authority *Access to Information Regulations*: Full authority

This delegation of authority supersedes any previous delegation of the powers, duties and functions set out herein.

Dated at the City of Gatineau, this 22 day of August, 2018.

(Original signed by)

_____

Daniel Therrien
Privacy Commissioner of Canada

Access to Information Act

4(2.1)	Shall assist the person in connection with the request, respond to the request accurately and completely and provide timely access in the format requested
7	Respond to request for access within 30 days; give access or give notice
8(1)	Transfer of Request to government institution with greater interest
9	Extend time limit for responding to request for access
11(2), (3), (4), (5), (6)	Additional fees
12(2)*(b)*	Decide whether to translate requested record
12(3)	Decide whether to give access in an alternative format
13(1)	Shall refuse to disclose information obtained in confidence from another government
13(2)	May disclose any information referred to in 13(1) if the other government consents to the disclosure or makes the information public
14	May refuse to disclose information injurious to the conduct of federal-provincial affairs
15	May refuse to disclose information injurious to international affairs or defence
16	Series of discretionary exemptions related to law enforcement and investigations; security; and policing services for provinces or municipalities.
16.1(1)	In force April 1, 2007 - Specific to four named Officers of Parliament - Auditor General, Commissioner of Official Languages, Information Commissioner and Privacy Commissioner - shall refuse to disclose information obtained or created by them in the course of an investigation or audit
16.1(2)	In force April 1, 2007 - Specific to two named Officers of Parliament – Information and Privacy Commissioner - shall not refuse under 16.1(1) to disclose any information created by the Commissioner in the course of an investigation or audit once the investigation or audit and related proceedings are concluded
17	May refuse to disclose information which could threaten the safety of individuals
18	May refuse to disclose information related to economic interests of Canada
18.1(1)	May refuse to disclose confidential commercial information of Canada Post Corporation, Export Development Canada, Public Sector Pension Investment Board, or VIA Rail Inc.
18.1(2)	Shall not refuse under 18.1(1) to disclose information relating to general administration of the institution
19	Shall refuse to disclose personal information as defined in section 3 of the *Privacy Act*, but may disclose if individual consents, if information is publicly available, or disclosure is in accordance with section 8 of *Privacy Act*
20	Shall refuse to disclose third party information, subject to exceptions
21	May refuse to disclose records containing advice or recommendations
22	May refuse to disclose information relating to testing or auditing procedures
22.1	May refuse to disclose draft report of an internal audit
23	May refuse to disclose information subject to solicitor/client privilege

24	Shall refuse to disclose information where statutory prohibition (Schedule II)
25	Shall disclose any part of record that can reasonably be severed
26	May refuse to disclose where information to be published
27(1),(4)	Third party notification
28(1),(2),(4)	Receive representations of third party
29(1)	Disclosure on recommendation of Information Commissioner
32	Receive notice of investigation by Information Commissioner
33	Advise Information Commissioner of third party involvement
35(2)	Right to make representations to the Information Commissioner during an investigation
37(1)	Receive Information Commissioner's report of findings of the investigation and give notice of action taken
37(4)	Give complainant access to information after 37(1)(b) notice
43(1)	Notice to third party (application to Federal court for review)
44(2)	Notice to applicant (application to federal Court by third party)
52(2)*(b)*	Request that section 52 hearing be held in the National Capital Region
52(3)	Request and be given right to make representations in section 51 hearings
69	Refuse to provide information that is excluded from the Act as a cabinet confidence
71	Provide facilities for public to inspect manuals; exempt information may be severed from manuals
72(1)	Prepare annual report to Parliament

Access to Information Regulations

5	Inform requester of certain procedures regarding access
6(1)	Procedures relating to transfer of access request to another government institution under 8(1) of the Act
7(2) and (3)	Require payment of additional fees for access in certain situations
8	Form of Access
8.1	Determinations with respect to the conversion of records into different formats

Appendix B – Statistical Report

Statistical Report on the *Access to Information Act*

Name of institution: Office of the Privacy Commissioner of Canada

Reporting period: 2017-04-01 to 2018-03-31

Part 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	49
Outstanding from previous reporting period	14
Total	63
Closed during reporting period	55
Carried over to next reporting period	8

1.2 Sources of requests

Source	Number of Requests
Media	18
Academia	0
Business (private sector)	14
Organization	1
Public	16
Decline to Identify	0
Total	49

1.3 Informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
52	1	0	0	0	0	0	53

Note: All requests previously recorded as "treated informally" will now be accounted for in this section only.

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
All disclosed	2	4	1	0	0	0	0	7
Disclosed in part	3	7	3	7	2	6	0	28
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	7	0	0	0	0	0	0	7
Request transferred	2	0	0	0	0	0	0	2
Request abandoned	11	0	0	0	0	0	0	11
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	25	11	4	7	2	6	0	55

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	2	16(2)	2	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	7	18(d)	0	21(1)(a)	7
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	8
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	1	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	3	16.1(1)(d)	24	19(1)	17	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	13
15(1) - Def.*	1	16.3	0	20(1)(b)	4	24(1)	1
15(1) - S.A.*	1	16.4(1)(a)	0	20(1)(b.1)	1	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	7		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	1	17	0				
16(1)(b)	3						
16(1)(c)	2						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	1	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	3	4	0
Disclosed in part	11	17	0
Total	14	21	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	1272	1272	7
Disclosed in part	33403	18730	28
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	11
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	6	30	0	0	0	0	1	1242	0	0
Disclosed in part	13	169	5	1181	2	617	5	3296	3	13467
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	11	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	30	199	5	1181	2	617	6	4538	3	13467

3

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	2	0	0	0	2
Disclosed in part	10	0	0	4	14
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	12	0	0	4	16

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	1	0
Disclosed in part	8	0	10	2
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	8	0	11	2

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	1	0	2	0
31 to 60 days	3	0	4	0
61 to 120 days	2	0	4	1
121 to 180 days	0	0	1	0
181 to 365 days	2	0	0	1
365 days or more	0	0	0	0
Total	8	0	11	2

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	37	$185	12	$60
Search	0	$0	0	$0
Production	0	$0	0	$0
Programming	0	$0	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	0	$0	0	$0
Total	37	$185	12	$60

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	40	550	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	40	550	0	0
Closed during the reporting period	37	533	0	0
Pending at the end of the reporting period	3	17	0	0

5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	27	4	1	0	0	0	0	32
Disclose in part	3	1	0	0	0	0	0	4
Exempt entirely	1	0	0	0	0	0	0	1
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	31	5	1	0	0	0	0	37

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
3	2	5	10

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the *Access to Information Act*

9.1 Costs

Expenditures		Amount
Salaries		$134,653
Overtime		$0
Goods and Services		$121
• Professional services contracts	$0	
• Other	$121	
Total		**$134,774**

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.36
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.36

Note: Enter values to two decimal places.